



Day Support Counselor

Department: MH/MR/SA

Class Code: 4353

EEO Code: 25

FLSA: N

Effective: 01/07/2003

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty through the training and authorization of leisure/recreation to individuals with development disabilities.

SPECIFIC STATEMENT OF DUTIES:

Implements the preparation and monitoring of the Consumer Service Plans; completes all referrals, linkage, and general documentation and record keeping in compliance with Licensure, Medicaid Waiver and CARF standards; consist with the training and monitoring of the clients; participates in the development of the ISP; provides the orientation, supervision, and training to the part time staff; conducts staff meeting and maintains necessary certification in: BLS, CPI, First Aid, Medication; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the purpose of residential and day program services, attitude of community toward individuals with developmental disabilities; knowledge of first aid, BLS and emergency services; general knowledge of the community services and case management.

MINIMUM EDUCATION AND EXPERIENCE:

Diploma; some college is preferred; experience in the human services field; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
